



**Army Reserve Contracting Center
Government Purchase Card (GPC) Program Office
Fort Dix, New Jersey 08640**

GPC Policy Statement #1

13 July 2006

SUBJECT: Mandatory Training

Prior to receipt of credit card or approving/certifying authority, all nominated individuals are required to complete:

- a. Eight hours of on-site training; and
- b. On-line Defense Acquisition University (DAU) training; and

Upon assignment of a GPC account, all cardholders and approving/certifying officials are required to obtain annual Ethics training conducted by an appointed Ethics counselor.

Effective December 2005, the required two year refresher training has been changed to annually. This refresher training can be on-site or on-line (Government Purchase Card Refresher Training, CLG004) located on the DAU website.

All training certificates must be forwarded to the A/OPC for inclusion in your administrative folder. Failure to adhere to these requirements may cause suspension or termination of your account.

RAYMOND X. BLAUVELT
609 562-2699
SFCA-NR-ARCC

CHRISTINE T. LEHTINEN
609 562-2828
SFCA-NR-ARCC